

# COMPENSATION BOARD DOCKET #18/09

## March 28, 2018

### EMPLOYEE RECOGNITION

#### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Chesapeake City	Circuit Court Clerk	<p>Circuit Court Clerk Alan Krasnoff sent the following letter to Charlene Rollins, Customer Service Manager on January 22, 2018 regarding assistance provide by Paige Christy.</p> <p>I am writing on behalf of Ms. Christy's excellent service and assistance to our office, for my first time preparing a compensation board budget. I felt compelled to acknowledge her support and providing me the provision to successfully complete our budget prior to the February 1, deadline. Ms. Christy allowed me to think things through and by examining the process, utilizing good judgment to sift through all the information.</p> <p>I know she has a busy schedule and also multitasking, however she was never too busy to get me in the right direction. Ms. Rollins, I want you to know you have a loyal and dedicated teammate. Ms. Christy works hard for success of our clerk of courts. Also during our December orientation session, Ms. Christy was superb organizing our information. She is a humane leader meaning she is an effective leader, attending to getting our work done and maintaining good relations among all of us. Her efforts and instruction paid dividends to our office.</p> <p>Everything Ms. Christy does is in spirit of service. Finally, Ms. Christy does not seek the spotlight; I certainly recognize the value of her modesty. Again, I want to thank and recognize her for her service because she has consistently expressed her genuine self.</p> <p>With kindest regards,</p> <p>Clerk of Court Alan P. Krasnoff Clerk of Court</p>		The Compensation Board wishes to thank the Clerk for his kind remarks.

## 307-18-09: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY	SHERIFF	<p>03-12-18 Officer requests to transfer Temporary Funds at \$9,932.90 to Equipment to fund the cost of the following: (6) PC's at \$1,986.58 each. The PC's do meet the Compensation Board minimum criteria for compatibility and the locality does agree to fund the full amount of the purchase less the stressed cost reimbursable by the Compensation Board.</p> <p>Officer understands that reimbursement for these items must be claimed in the COIN system no later than the May payroll reimbursement.</p>	-0-	<p>Approved as noted in the chart, per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p> <p>Equipment purchases must be requested for reimbursement no later than the May 2018 payroll and expense reimbursement request.</p>

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
027	Buchanan	PC's	6	\$1,986.58	\$9,932.90	6	\$1,200.00	\$7,200.00	\$5,628.24

**Grand  
Total**

\$7,200.00 \$5,628.24

BUCHANAN COUNTY	SHERIFF	<p>03-07-18 Officer requests to transfer the remaining annual vacant salary of position 00011, L7, in the amount of \$10,184.64 to Temporary Funds. This is equivalent to the pro-rated salary of position 00011 at an annual salary of \$31,629 from March 6, 2018 to June 30, 2018.</p> <p>Staff notes that due to the position reallocation policy, this office must hold the position vacant in FY18, however, vacancy savings from the position held vacant may be transferred to another budget category for expenditure.</p>	-0-	<p>Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p>
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## 307-18-09: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ISLE OF WIGHT	SHERIFF	<p>02-28-18 Officer requests additional Temporary Salaries in the amount of \$15,193.32. This is equivalent to the annual salary of position 00003, L10, at \$45,580. The Special Election will be held on July 24, 2018.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Salaries, as I understand that the Compensation Board's interpretation of 24.2-226 and 228 is that position 00003 is not vacant during the period in which I am the Acting Sheriff, Consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.
DICKENSON	SHERIFF	<p>3-20-2018 Officer requests to transfer the remaining annual vacant salary of position 00019, L7, in the amount of \$10,543 to Office Expenses. This is equivalent to the pro- rated salary of position 00019, at an annual salary of \$31,629 from March 1, 2018 to June 30, 2018.</p> <p>Staff notes that due to the position reallocation policy, this office must hold the position vacant in FY18, however, vacancy savings from the position held vacant may be transferred to another budget category for expenditure.</p>	-0-	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
RICHMOND CITY	SHERIFF	<p>03-21-18 Officer requests to transfer available Turnover in the amount of \$19,944 to Temporary funds, effective March 1, 2018.</p>	-0-	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a base budget transfer.

FIPS	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Request	Pro Rated
760	Richmond City	3/21/2018	Turnover	Temporary	\$19,444	\$19,944	\$6,648
<b>Totals</b>					<b>\$19,444</b>	<b>\$19,944</b>	<b>\$6,648</b>

## 307-18-09: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/ SUPERINTENDENTS	03-28-18 Officers request to transfer Vacancy Savings to Office/Temporary funds.	-0-	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>To Category</b>	<b>Amount Available</b>	<b>Amount Requested</b>
087	307	Henrico County	3/19/18	Vacancy Savings	Temporary	\$76,684.59	\$76,684.59
405	307	Albemarle/Charlottesville JCS	03/12/18	Vacancy Savings	Temporary	\$10,838.75	\$10,383.75
465	307	Riverside Reg. Jail	03/11/18	Vacancy Savings	Office Expense	\$418,437.55	\$418,437.55
475	307	Hampton Roads Reg. Jail	03/13/18	Vacancy Savings	Office Expense	\$97,070.50	\$97,070.50
480	307	New River Reg. Jail	03/20/18	Vacancy Savings	Temporary	\$143,049.40	\$84,792.22
480	307	New River Reg. Jail	03/20/18	Vacancy Savings	Office Expense	\$0.00	\$58,257.18
485	307	Blue Ridge Reg. Jail	03/13/18	Vacancy Savings	Temporary	\$53,913.00	\$53,913.00
492	307	Southwestern Reg. Jail.	03/20/18	Vacancy Savings	Temporary	\$28,016.29	\$28,016.29
495	307	Meherrin River Reg. Jail	03/13/18	Vacancy Savings	Office Expense	\$127,075.15	\$127,075.15
496	307	RSW Reg. Jail	03/13/18	Vacancy Savings	Office Expense	\$63,819.33	\$63,819.33
650	307	Hampton City	03/09/18	Vacancy Savings	Office Expense	\$297,276.37	\$146,440.72
710	307	Norfolk City	03/13/18	Vacancy Savings	Temporary	\$108,500.44	\$53,576.79
740	307	Portsmouth City	03/13/18	Vacancy Savings	Office Expense	\$110,479.54	\$86,697.42
760	307	Richmond City	03/21/18	Vacancy Savings	Office Expense	\$1,398,571.71	\$900,000.00
770	307	Roanoke City	03/09/18	Vacancy Savings	Temporary	\$159,110.98	\$30,000.00
770	307	Roanoke City	03/09/18	Vacancy Savings	Office Expense	\$0.00	\$20,000.00

**\$3,092,843.60**

**\$2,255,164.49**

### SHERIFFS WORKLOAD AUDIT COMMITTEE

### SHERIFF

The Sheriff's Workload Audit Committee Submits recommended changes to the workload data reported in the FY19 Budget Request in COIN.

The Audit Committee reviewed all workload data and contacted those offices needing verification. The committee members contacted 104 offices regarding workload; 6 Offices submitted changes for 2017 data only. All other offices contacted verified that the figures previously submitted in the budget request are accurate.

The Compensation Board concurs with the Sheriffs' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data.

## 307-18-09: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF	<p>The Sheriffs of the following localities request the Compensation Board to amend the FY19 budget request submission for the certification of the Master Deputy program:</p> <p>Mecklenburg County; Middlesex County; Nelson County; Pulaski County</p> <p>These Sheriffs currently participate in the Master Deputy program and inadvertently certified No to the question regarding participation in the Master Deputy Program in error and should have certified Yes.</p>	-0-	Compensation Board approved the officers' requests to update their certification submission for participation in the Master Deputy program and asks staff to make necessary updates.
SHERIFFS CAREER DEVELOPMENT PROGRAM	SHERIFFS	<p>Pursuant to Chapter 836, Item 69, paragraph J.2.a., the Virginia Sheriffs' Association and the Virginia Sheriffs' Institute present the Virginia Sheriffs' Institute Certification Program, designed and developed in conjunction with the L. Douglas Wilder School of Government and Public Affairs at Virginia Commonwealth University (VCU) and the Virginia Center for Policing Innovation (VCPI), and request approval by the Compensation Board that the program be accepted as the VCU program in which a sheriff may achieve certification as an alternative to Accreditation by an accrediting entity for participation in the Sheriffs' Career Development Program.</p>	N/A	The Compensation Board approved the VSI Certification Program to meet the requirements for VCU certification as an alternative to Accreditation by an accrediting entity as a component of the Career Development Program, and requests that staff update program documents to reflect the approved change.

## 772-18-09: COMMONWEALTH'S ATTORNEY

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORFOLK CITY	COMMONWEALTH'S ATTORNEY	March 12, 2018 Officer requests to transfer Vacancy Savings in the amount of \$17,474.01 to Temporary funds.	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
710	772	Norfolk City	03/09/18	Vacancy Savings	Temporary	\$17,474.01	\$17,474.01

MARTINSVILLE CITY	COMMONWEALTH'S ATTORNEY	<p>March 8, 2018 Officer requests to transfer base Temporary Salary funds in the amount of \$5,631 in order to provide an upward internal salary adjustment of 10% for the Career Prosecutor funded position 00004, JCPII budgeted at the base amount of \$56,313 (\$67,283 w/CPP) to JCPII at \$61,944 (\$74,011 w/CPP). The \$5,631 in base Temporary funds will provide for the base salary increase, and the increase to the Career Prosecutor portion of the salary will result in an annual budget increase of \$1,097. This transfer and salary increase is requested effective March 1, 2018.</p> <p>I, G. Andrew Hall, acknowledge that due to budget reductions I currently have one unfunded authorized position; I understand that taking action to move base temporary funds to salaries of existing personnel may significantly reduce my options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p>	<p>\$1,097.00 (365.67 for FY18)</p>	<p>The Compensation Board approved a transfer of \$5,631 from base Temporary salaries funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary funds budget in the current as well as subsequent fiscal years. The Compensation Board approved the increase of \$1,097 (annualized; \$365.67 in FY18) in the FY18 budget to effect the change in the Career Prosecutor portion of the salary.</p>
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FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current CB Salary	Current Base Salary	New Base Salary	Amount Requested	Pro Rated	New CDP Salary	Amount of Change in CDP	Amount of Change in CPP Prorated for FY18
690	772	Martinsville City	3/8/2018	Temporary	JCPII	pos. 00004	\$67,283	\$56,313	\$61,944	\$5,631	\$1,877	\$74,011	\$1,097	\$365.67

## 772-18-09: COMMONWEALTH'S ATTORNEY

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	February 28, 2018 Officers request to include the listed Assistant Commonwealth's Attorneys in the FY19 Budget Request as eligible to participate in the Career Prosecutor Program.	\$0.00	Compensation Board approved inclusion of the Officers' certification of eligibility for the CPP for these assistant attorneys with the noted dates of eligibility with all other program certifications for assistant attorneys as an exception to policy, based upon specific conditions as stated by the Officers. Approval of pay raises associated with certification of the CPP will be considered with all office certifications during the budget approval process prior to May 1, 2018.

FIPS	Locality Name	Assistant Attorney	Position	Class	Date of Eligibility	Requested in FY	Eligible in FY	Notes
087	Henrico County	Jeromy Lewis	00021	ATTI	12/29/2017	2019	2019	Officer Inadvertently Neglected to Enter in Budget Request
143	Pittsylvania County	Joan Ziglar	00006	ATTI	12/01/2017	2018	2019	Officer Inadvertently Neglected to Enter in Budget Request; originally requested in another C/A office but continues to meet eligibility criteria
009	Amherst County	Robert Carwile	00006	ATTI	7/1/2017	2019	2019	Officer was unable to Enter in Budget Request as Assistant transferred from another C/A office after budget request deadline, but continues to meet eligibility criteria; included by officer in prior office by Feb 1, 2018.

VARIOUS	COMMONWEALTH'S ATTORNEY	February 26, 2018 Officer requests an exception to the 60-day reimbursement policy and notes that due to an oversight in filing completed case paperwork, the request for reimbursement was submitted after 60-days beyond the date of completion of the case.	\$569.27	Approved as an exception to policy, based upon the specific conditions stated by the officer.
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FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
011	772	Appomattox County	Robert Carwile	11/14/17-11/14/7	James Warren	\$55.64

## 773-18-09: CIRCUIT COURT CLERKS

### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
YORK COUNTY	CIRCUIT COURT CLERK	March 8, 2018 Officer requests to transfer Vacancy Savings available in the amount of \$18,784.69 to Temporary Salaries.	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
CLERKS' CAREER DEVELOPMENT PROGRAM AUDIT	CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	<p>March 19, 2018 - The Clerks Career Development Audit Committee reports the results of the Career Development Program audits.</p> <p>The following offices have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> <li>• Bath County</li> <li>• Bedford County</li> <li>• Chesterfield County</li> <li>• Craig County</li> <li>• Northumberland County</li> <li>• Surry County</li> <li>• Tazewell City</li> <li>• Washington County</li> <li>• Martinsville City</li> </ul>	N/A	The Compensation Board thanks the Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY19 budget allocation packages by May 1, 2018.
DEPUTY CLERKS CAREER DEVELOPMENT PROGRAM AUDIT	CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	<p>March 19, 2018 - The Career Development Audit Committee reports the results of the Deputy Clerks' Career Development Program audits.</p> <p>The following offices have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> <li>• Albemarle County</li> <li>• Bedford County</li> <li>• Carroll County</li> <li>• Craig County</li> <li>• Greenville County</li> <li>• Montgomery County</li> <li>• Washington County</li> <li>• Portsmouth City</li> <li>• Staunton City</li> <li>• Virginia Beach City</li> </ul> <p>The following did not met all necessary requirements and is not approved but with identified comments:</p> <ul style="list-style-type: none"> <li>• Bath County</li> </ul>	N/A	The Compensation Board thanks the Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY19 budget allocation packages by May 1, 2018.



## 773-18-09: CIRCUIT COURT CLERKS

### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CIRCUIT COURT CLERKS' WORKLOAD AUDITS	CIRCUIT COURT CLERKS' WORKLOAD AUDIT/COMPENSATION AND STAFFING COMMITTEE	<p>March 8, 2018 Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY19 Budget Request.</p> <p>The Compensation and Staffing Committee reviewed all workload data and contacted Circuit Court Clerks by email and asked them to examine the accuracy of reported data and provide a brief explanation (if known) for workload variances of twenty percent or greater from data reported in prior years. Ninety-Five (95) offices were contacted, eighty-nine (89) Clerks responded, and thirteen (13) clerks sent corrections, one (1) of which had a correction to previous year's workload data.</p> <p>Staff notes that the Audit Committee has not made any suggestions for changes to the workload process.</p>	N/A	The Compensation Board concurs with the Clerks' Workload Audit Committee recommendations to update workload data for those offices noted, and ask the Compensation Board staff to update COIN with corrected data.

## 771-18-09: COMMISSIONERS OF THE REVENUE

### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONERS OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONER	<p>March 19, 2018 The Commissioners of the Revenue Workload Audit Committee submits recommended changes to workload data submitted in the FY19 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 91 Commissioners appearing to have workload data discrepancies; 14 responded with corrected workload data, 74 gave a valid response for the data discrepancy, and 3 offices who were contacted did not respond.</p>	\$0.00	The Compensation Board concurs with the Commissioners' Workload Audit Committee recommendations to update workload data for those offices noted, and ask the Compensation Board staff to update COIN with corrected data.
COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER	<p>March 19, 2018 - Per the Provisions of Chapter 836, Item 72 of the 2017 Acts of Assembly, 4 Commissioners currently unfunded for participation have certified by February 1, 2018 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program. Sixty-one (61) Commissioners currently funded for participation have recertified as of February 1, 2018.</p> <p>Of the 4 certifying Commissioners who are currently unfunded, all were accepted. Of the 61 funded Commissioners, all were accepted. A total of 65 Certified Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2018.</p> <p>(The COR Career Development Audit Committee has randomly audited 13 offices and concurs with the requests.)</p>	\$0	The Compensation Board thanks the Commissioners of the Revenue Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY19 budget allocation packages by May 1, 2018.

## 771-18-09: COMMISSIONERS OF THE REVENUE

### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER	<p>March 20, 2018 - Per the Provisions of Chapter 836, Item 72 of the 2017 Acts of Assembly, 54 Deputy Commissioners currently unfunded for participation have been certified by their Officer by February 1, 2018 as meeting the minimum requirements of the Compensation Board Deputy Commissioner of the Revenue Career Development Program, including 29 Newly certifying deputies in FY19 and 25 certified deputies from FY18. 164 Deputy Commissioners have recertified as of February 1, 2018.</p> <p>Of the 54 newly certifying Deputy Commissioners, all were accepted. Of the 164 Deputy Commissioners already meeting the requirements, all were accepted. A total of 218 Certified Deputy Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2018.</p> <p>(The COR Career Development Audit Committee has randomly audited 44 deputies and concurs with the requests.)</p>	\$0	The Compensation Board thanks the Commissioners of the Revenue Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY19 budget allocation packages by May 1, 2018.

## 774-18-09: TREASURERS

### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BEDFORD COUNTY	TREASURER	<p>March 15, 2018 Acting Officer requests additional Temporary Funding in the amount of \$13,563. This is equivalent to the annual salary of position 00008, DIV, budgeted at \$40,689 from March 1, 2018 to June 30, 2018. The election will be held on November 6, 2018.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00008, DIV is not vacant during the period in which I am the Acting Treasurer, consequently funds cannot be transferred from this position.</p>	\$0.00	Approved at no additional cost to the Compensation Board.
CITY OF NEWPORT NEWS	TREASURER	March 15, 2018 Officer requests a one-time transfer of available Vacancy Savings funds in the amount of \$117,508.64 to Temporary Salary Funds.	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
VARIOUS	TREASURERS	March 19, 2018 Officers request to transfer available Turnover savings to Base Temporary Salary Funds, effective March 1, 2018.	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a base budget transfer.

FIPS	Office	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rated for FY18
197	774	Wythe County	3/16/2018	Turnover	Temporary	\$5,914.00	\$5,914.00	\$1,971.33
730	774	Petersburg City	3/19/2018	Turnover	Temporary	\$8,507.00	\$8,507.00	\$2,835.67
<b>Total</b>						<b>\$14,421.00</b>	<b>\$14,421.00</b>	<b>\$4,807.00</b>

## 774-18-09: TREASURERS

### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURERS' WORKLOAD AUDIT COMMITTEE	TREASURER	<p>March 19, 2018 The Treasurers' Workload Audit Committee submits recommended changes to workload data submitted in the FY19 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 122 Treasurers offices appearing to have workload data discrepancies; 22 responded with corrected workload data, 99 gave a valid response for the data discrepancy, 1 did not respond.</p>	\$0.00	The Compensation Board concurs with the Treasurers' Workload Audit Committee recommendations to update workload data for those offices noted, and ask the Compensation Board staff to update COIN with corrected data.
TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>March 19, 2018 Per the provisions of Chapter 836, Item 75 of the 2017 Acts of Assembly, 8 Treasurers currently unfunded for participation have certified by February 1, 2018 that they meet the minimum requirements of the Compensation Board Treasurers' Career Development Program, including 6 who are newly certifying in FY19 and 2 who certified in FY18. Of the 8 Treasurers who are currently unfunded, all were found to fully meet the requirements for the Career Development Program. Sixty-six (66) Treasurers currently funded for participation have recertified as of February 1, 2018.</p> <p>A total of 74 Certified Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2018.</p> <p>(The TAV Career Development Audit Committee has audited a random 16 offices and concurs with the requests.)</p>	\$0.00	The Compensation Board thanks the Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY19 budget allocation packages by May 1, 2018.

## 774-18-09: TREASURERS

### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>March 19, 2018 - Per the provisions of Chapter 836, Item 75 of the 2017 Acts of Assembly, 43 Deputy Treasurers currently unfunded for participation have certified February 1, 2018 that they meet the minimum requirements of the Compensation Board Deputy Treasurers' Career Development Program, including 12 Deputies who newly certified in FY19 and 31 who certified in FY18. 193 Deputy Treasurers currently funded for participation have recertified as of February 1, 2018. Of the 43 newly certified deputies, 42 were found to fully meet the Career Development Program requirements and one was rejected for failure to pass the audit.</p> <p>A total of 235 Certified Deputy Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2018.</p> <p>(The TAV Career Development Audit Committee has audited a random 48 deputies and concurs with the requests.)</p>	\$0.00	The Compensation Board thanks the Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY19 budget allocation packages by May 1, 2018.

## OTHER MATTERS

### NEW BUSINESS:

REGULAR DOCKET				
<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #18/08.	N/A	Approved
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, April 25, 2018 at 10:00 a.m. and Wednesday, May 23, 2018 at 10:00 a.m.	N/A	Confirmed
3. BUDGET HEARING	COMPENSATION BOARD	Staff recommends alternatives for Compensation Board Budget Hearing pending approval by the legislature of a budget for FY19; hearing is currently scheduled for Thursday, April 12, 2018 at 10:00 a.m. at the Compensation Board Offices.	N/A	Budget Hearing for discussion of FY19 budget matters will not be held on Thursday, April 12, 2018; hearing is tentatively rescheduled for the next regularly scheduled Compensation Board monthly meeting date immediately following concurrence on a budget for FY19 by the House and Senate.
4. FY19 DRAFT BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents FY19 preliminary draft budget allocations, pending legislative budget action.	N/A	Noted.
5. FY19 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	Staff suggests the following dates for FY19 scheduled meetings. Unless otherwise noted, all meetings are at 10:00 a.m. and are set for the 4 <sup>th</sup> Wednesday of each month: <ul style="list-style-type: none"> <li>• July 25, 2018</li> <li>• August 29, 2018 (5<sup>th</sup> Wednesday)</li> <li>• September 26, 2018</li> <li>• October 24, 2018</li> <li>• November 28, 2018</li> <li>• December 19, 2018 (3<sup>rd</sup> Wednesday)</li> <li>• January 8, 2019 (Tuesday – 2:00 p.m.) (special meeting to discuss legislation)</li> <li>• January 23, 2019</li> <li>• February 27, 2019</li> <li>• March 27, 2019</li> <li>• April 11, 2019 (Thursday) (budget hearing)</li> <li>• April 24, 2019</li> <li>• May 22, 2019</li> <li>• June 26, 2019</li> </ul>	N/A	The Compensation Board will confirm the FY19 scheduled meeting dates at the April 25, 2018 Board meeting

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #18/09  
March 28, 2018**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman (vacant). (\_\_\_\_\_ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

**MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.**  
(\_\_\_\_\_ seconded the motion.)

(vacant), Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**AND**

**MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed.** (\_\_\_\_\_ seconded the motion.)

(vacant), Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**



# HANDCARRY COMPENSATION BOARD DOCKET #18/09 March 28, 2018

## 772-18-09: COMMONWEALTH'S ATTORNEY

### NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LYNCHBURG CITY	COMMONWEALTH'S ATTORNEY	March 13, 2018 Officer requests to transfer Temporary Funds in the amount of \$8,640.68 to Equipment to fund the cost of the following items.	\$0	Approved as noted in the chart, per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

Equipment purchases must be requested for reimbursement no later than the May 2018 payroll and expense reimbursement request.

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
680	Lynchburg City	Laptops	2	\$2,560.36	\$5,121	2	\$2,200.00	\$4,400.00	\$4,079.68
680	Lynchburg City	Scanners	4	\$879.99	\$3,520	1	\$500.00	\$500.00	\$463.60
	<b>Lynchburg City Total</b>				<b>\$8,641</b>			<b>\$4,900.00</b>	<b>\$4,543.28</b>

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
 Date: March 28, 2018  
 Time: 10:00 a.m.  
 Location: Compensation Board Conference Room  
 Oliver Hill Building, 102 Governor Street  
 Richmond, VA 23219  
 Members: (vacant), Chairman  
 Craig Burns, Ex Officio member (present)  
 Martha Mavredes, Ex Officio member (present)